

Police Requirements (as applicable) and Selection Process

Each Applicant Must:

1. Be a U.S. Citizen
2. Be a high school graduate or G.E.D. certificate and have completed at least 12 hours at an institution of higher education with a 2.0 grade point average on a 4.0 scale. (*police trainee & certified police trainee only*)
3. Be at least 21 years by **June 30, 2006** (*police trainee & certified police trainee only*)
4. Have one year full-time work experience involving public contact or have completed 30 semester college hours (*police trainee only*)
5. By time of employment reside at a location that allows for an emergency response within 30 minutes.
6. Obtain a Texas Class "C" or equivalent Driver's License by time of appointment to the Academy.
7. Not have been discharged from the military under less than honorable conditions. (*police trainees & police officers only*)
8. Not have 3 or more moving violations within the last 18 months or one DWI in the preceding 24-month period which resulted in placement or acceptance into a pre-trial diversion program, court supervised probation or conviction. (CSC Rule 25).
9. Not currently under indictment for any criminal offense.
10. Not ever have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last 10 years.
11. Not ever have been convicted of a misdemeanor offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last 10 years.
12. Never have been convicted of any family violence offense.

Required Documents: (A copy provided to be retained in application. If selected, additional copies will be required by the Police Department at a later time.)

1. Proof of U.S. citizenship. Birth certificate (government issued only), social security card, driver's license.
2. High school diploma, G.E.D. test results, and college transcripts showing completed course work and grade point average.
3. DD Form 214 Member-4 (Armed Forces Discharge Certificate)--for veterans.

SELECTION PROCESS (for trainees and officers)

1. **Initial Application:** Complete & submit an application at the El Paso Police Department Training Academy, 2300 Scenic Drive, Monday - Friday, 8 a.m. to 4 p.m.
2. **Eligible List:** Individuals scoring a grade of 70 or better on the written exam will have their names placed on the eligible list. Applicants with a passing grade who are eligible for veteran's credits will have these points added to their final grade. Applicants are placed on the eligible list in rank order, with the highest scoring individual placed first. If two or more applicants achieve the same score, their rank on the list will be determined by a system of drawing by lot. Lists normally remain in effect for 18 months. Applicants will be notified by mail of their status.
3. **Physical Fitness Test:** Two test dates will be scheduled for the physical fitness test. Individuals who fail on the first test date or request a by-pass prior to the first test date will be invited to the second test date. The test is given on a pass/fail basis. Only applicants who achieve a passing score on the written examination will be invited to take this test. A sufficient number of applicants will be invited to the Physical Fitness Tests to fill the next academy. The written score will determine the applicant's order in which applicants are invited. The physical fitness result is good for no more than six months.
4. **Background Investigation:** Those applicants successfully completing the physical agility test will fill out an El Paso Police Department Comprehensive Background Statement (CBS). The Police Comprehensive Background Statement (CBS) and the City application will be used as the basis for the thorough background investigation carried out by the El Paso Police Department.
5. **Polygraph Examination:** Applicants who pass the Background Investigation will be administered a Polygraph Exam.
6. **Oral Interview:** applicants to appear before the Police Academy director who will interview candidates and evaluate their suitability for service. The interview is given on a pass/fail basis. Applicants who are successful in the oral interview examination are considered for employment in accordance with the City's Certification Rule.
7. **Psychological Test:** All applicants recommended for hire will be required to take a psychological test. This test consists of two written examinations that will be interpreted by a City appointed psychologist. The psychologist will then conduct a personal interview with the candidate before a final determination can be made.
8. **Medical Examinations:** Applicants who are recommended for hire will be scheduled for a drug-screening test and for a medical examination by a City-appointed physician. This is a rigid examination to determine whether or not an applicant is able to perform the tasks required of a Police Officer. Vision will be checked at this time to ensure compliance with the vision requirements.

The expected duration of the application process begins with the submission of the employment application and is completed upon appointment to the Training Academy. Those applicants successfully completing all phases of the selection process will then undertake a training course at the Police Training Academy. Under the provisions of the current contract between the City and the Police Association, all Police Officers must complete 45 college hours within three years after graduation from the Police Academy.

CITY OF EL PASO

Police Trainee/Certified Police Trainee/Police Officer

Instructions for Completing the Application for Employment

The instructions on this side of the handout are designed to assist you in completing the original entry application. Read the job announcement and the reverse side of this handout before completing this application. Failure to complete the application properly will result in your disqualification for this position. If you have any questions, please ask the receptionist or call the background/recruiting section at (915) 562-4263 or Police Headquarters/Planning and Research at (915) 564-7384.

POSITION FOR WHICH APPLYING: Please place Police Trainee in the space provided. Separate applications are required for each position you wish to apply for.

PHONE: Please provide your home phone number and a number where you can be reached between 8 a.m. and 5 p.m., Monday thru Friday.

DRIVER'S LICENSE: You must obtain a Class "C" Driver's License upon appointment to this position. If you currently hold a driver's license, please include a copy.

QUESTIONS (PAGE 2): Read all the questions and check the answer in the space provided. If you check yes under any item, you must explain in the remarks section.

1. If you checked yes on the Supplementary Form for Police Trainee, list all traffic violations. For example: Speeding, Red Light, DWI, DUID, Stop Sign, no insurance, defective equipment, etc. Include date(s) of offense(s) and its final disposition (i.e., dismissed, not guilty, paid fine, pending court,). If you are unsure of date(s) of offense(s) or final disposition(s), you may want to contact the Municipal Court or Department of Public Safety for a copy of your driving record.
2. If you checked yes to question #6, list all felony or misdemeanor charges you have been convicted of, are on probation for, or are under charges for in the remarks section and on the Supplementary Form for Police Trainee, include the date of the offense and disposition.

EDUCATION: Circle the highest grade completed and list the last grade or high school you attended. In the section below be sure to include any college or technical training you have received, and the number of semester credit hours or months of training received. (Include copies of any transcripts or certificates received.)

If you have any questions regarding the requirements or the selection process, you may call Officer Brockhoff at (915) 564-7384 or Officer Eric Gutierrez at (915) 562-4263 during normal business hours.